Service Provider Roles and Permissions in GovGrants

Effective Date: November 18, 2020
Revised Date: N/A

GovGrants Role	Head Office		Site	
	Primary User	Secondary User	Primary User	Secondary User
Receive Email Notifications from GovGrants	☑	N/A	N/A	N/A

Service Provider Profile

	Primary User	Secondary User	Primary User	Secondary User
Register Head Office or Site	☑	☑	N/A	N/A
View Service Provider Profile	☑	☑	N/A	N/A
Edit Service Provider Profile	☑	☑	N/A	N/A
Receive User Task	N/A	N/A	☑	N/A
Deactivate Service Provider Profile	N/A	N/A	N/A	N/A
Submit to Head Office Primary User	N/A	☑	☑	☑
Submit to Region of Peel	☑	☑	N/A	N/A

Site Profile Tab

	Primary User	Secondary User	Primary User	Secondary User
View	☑	☑	☑	☑
Edit Phone Number/Email/Fax	*☑	N/A	☑	☑

*Possible only if assigned as Primary for both Head Office and Site

Opportunities & Applications

	Primary User	Secondary User	Primary User	Secondary User
View Funding Opportunities	☑	☑	N/A	N/A
View Application	☑	☑	N/A	N/A
Mark Funding Opportunity as "Interested"	☑	☑	N/A	N/A
Create Application from Interested Funding Opportunity	☑	N/A	N/A	N/A
Edit Application	☑	☑	N/A	N/A
Acknowledge Application	☑	N/A	N/A	N/A
Submit Application	☑	N/A	N/A	N/A

Awards

	Primary User	Secondary User	Primary User	Secondary User
View Award	☑	☑	N/A	N/A
View Contract	☑	☑	N/A	N/A
Print Contract	☑	☑	N/A	N/A

Contract eSignature

	Primary User	Secondary User	Primary User	Secondary User
eSign Contract	☑	*☑	N/A	N/A
View Copy of Signed Contract	☑	☑	N/A	N/A

***Note**: Secondary can complete eSignature if, secondary is a signing authority for the provider **AND** the primary forwards to the secondary person via DocVerify.

Reconciliation Reports

	Primary User	Secondary User	Primary User	Secondary User
View Reconciliation Report	☑	☑	N/A	N/A
Edit Reconciliation Report	☑	☑	N/A	N/A
Acknowledge Reconciliation Request	☑	☑	N/A	N/A
Submit Reconciliation Report	☑	☑	N/A	N/A

Progress Reports

	Primary User	Secondary User	Primary User	Secondary User
View Progress Report	☑	☑	N/A	N/A
Edit Progress Report	☑	☑	N/A	N/A
Acknowledge Progress Report	☑	☑	N/A	N/A
Submit Progress Report	☑	☑	N/A	N/A

Care Codes

	Primary User	Secondary User	Primary User	Secondary User
View Care Codes	☑	☑	N/A	N/A
Associate Care Codes	N/A	N/A	N/A	N/A
Edit Care Code dates	N/A	N/A	N/A	N/A
Edit Municipal Rate	N/A	N/A	N/A	N/A
Edit Market Rate	☑	☑	N/A	N/A